Schools Curriculum Planning Overview

Overall Goals
- Determine approach for developing external partner (schools) training curriculum and schedule
- Develop the external partner (schools) curriculum & schedule

Outcomes
- Year-round course catalog
    - Curriculum
    - Course schedule
    - Clear course descriptions that allow audiences to accurately and appropriately self-select
- Approach for developing curriculum and schedule
    - Predictability of calendar (allows for planning – both in schools and FSAU resource planning)
    - Clarity in scheduling, curriculum, and audience
- Program integrity (offer basics when schools need it)

Background
- Previous/existing/possible approaches to developing the curriculum and schedule
    - Midge & Bill meeting with Kay to plan the year's schedule
    - Stephen's suggestion regarding an 18-36 month training schedule
    - Marianna's training needs assessment

Considerations
- What would be included in a 100 series for schools? In a 200 series?
    - What are the important issues for specific types of schools?
- How does this affect existing offerings (such as new FAA / Pre-Cert.)?
- Training design and development issues
    - Heterogeneous groups in the classroom
    - Overlapping topics among training courses/programs (Is this a good use of customers' time?)
    - Offering training on a given topic simply because it's always been offered
    - FSAU's internal customer training requests versus external customer needs – what's really needed?
    - Timing of training – software release, new school year, phase in application cycle, etc.
- Coordinate with other organizations (reduce overlap), but FSA should present certain topics (such as policy)
- How can we minimize time away from the office for training?
    - Schools don't provide time for online training at the office – participants need dedicated training time

Next steps
- ✓ Anne & Midge identify (and arrange for) team members
- Team conducts kick-off meeting
- Team creates role map (and other project management tools)
    - Identify roles and responsibilities for core team, stakeholders, SMEs, and advisory group
- Team established plan of action (Jo Ann & team)

Potential Project Milestones
- Identify current course offerings (audience, learning objectives, content, and frequency)
- Identify approaches to determine training needs of target audience(s)
- Identify methods to request, collect, and incorporate input from various sources
- Determine necessary courses (audience, learning objectives, content, and frequency)
- Determine scheduling approach (forecast needs for 12, 18, 24, or 36 month cycles?)
- Document curriculum and schedule development approach
- *Phase 2: Recommend appropriate developer for each course (FSAU, FSA, contractor)*